

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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June 24, 2003

**FROM:**       **GERRY NEWCOMBE**, Deputy Administrative Officer  
County Administrative Office

**SUBJECT:**   **FIRST AMENDMENT WITH INFOTECH ENTERPRISES, INC. FOR COMPUTER  
AIDED FACILITIES MANAGEMENT PROJECT**

**RECOMMENDATION:** Approve Amendment No. 1 to Contract No. 02-394 with INFOTECH Enterprises, Inc. to extend the term to December 31, 2003, deduct \$18,016 from the contract amount, and reallocate remaining funding between tasks for the Computer Aided Facilities Management (CAFM) project.

**BACKGROUND INFORMATION:** On May 21, 2002, the Board of Supervisors approved Contract No. 02-394 with INFOTECH Enterprises, Inc. (ITE) for ARCHIBUS space planning software. The ARCHIBUS software program includes an automated Facilities Management (FM) work order system, an accurate data base to manage the County building assets, and real property and lease management information. The consultant's scope of work also included labor and resources to replace hardcopy drawings and convert/produce Computer Aided Design (CAD) documents for approximately 3.7 million square feet of county buildings, project management, design and documentation, software support, and training programs for County staff.

Considerable progress has been made on the project. 2.5 million square feet of the County's primary office buildings have been measured and CAD drawings produced. Real Estate Services Department is using the new system to track County's leases. Facilities Management (FM) is completing the inventory of all building equipment and preventative maintenance schedules for the County's office buildings. The project is currently behind schedule, however, as the contract originally contemplated that by April 30, 2003 the new CAFM system would fully replace the Building Inventory Data System (BIDS) and that the FM work order system would be operational. Staff expects to convert from the BIDS system to the new CAFM system on July 1 and expects to test the new FM work order system beginning October 1 with full operation by December 31, 2003. This first amendment extends the term of the contract through December 31, 2003.

The total CAFM project cost is \$450,000. \$18,016 was expended with third party vendors for purchase of hardware to support the new system. This first amendment reduces the total contract for ITE by \$18,016 from \$450,000 to \$431,984 to stay within the original total project budget. \$366,873 has been expended to date and \$65,111 will be remaining under the ITE contract. As work on this project progresses from conversion and integration of facility and systems data toward the implementation and ongoing support of the CAFM system, staff has determined that the remaining funding should be reallocated from those start-up tasks to ongoing

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support tasks to more quickly move the county into successful project implementation. The first amendment reallocates remaining funding from building measuring and production of CAD drawings to software support services and additional training and project management tasks. The intent is for County staff to handle the remaining, as well as ongoing measuring and drawing conversion tasks, once they have been properly trained.

**REVIEW BY OTHERS:** This Board item has been coordinated with Eli Montoya, Architecture and Engineering Department Contract Compliance Designee on June 16, 2003; the County Administrative Office on June 16, 2003 (Janet Lowe, Administrative Analyst), and approved as to legal form by County Counsel (Jean-Rene Basle, Deputy County Counsel) on June 2, 2003.

**FINANCIAL IMPACT:** The contract amount for ITE has been reduced by \$18,016 from \$450,000 to \$431,984. The CAFM project was originally funded as part of \$880,000 (consultant space planning services) in the FY 2001-02 Capital Improvement Program with expenditures of \$12,382 resulting in a carryover of \$867,618 to FY 2002-03. Funding is provided by the general fund.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Gerry Newcombe, Deputy Administrative Officer, 387-9046